Requests for Child Protection Central Registry Checks

IDAPA 16.06.01

- 562. Confidentiality of the Child Protection Central Registry and Requests to Check the Registry.
 - **01.** Confidentiality of the Child Protection Central Registry. The names on the Child Protection Central Registry are confidential and may only be released with the written consent of the individual on whom a criminal history and background check is being conducted, unless otherwise required by federal or state law. No information is released regarding the severity or type of child abuse, neglect, or abandonment.

Idaho Department of Health and Welfare, **Criminal History Unit** will conduct Central Registry checks for the following:

- 1. Out-of-state agencies involved in licensing foster homes.
- 2. Out-of-state agencies for the purpose of adoption screening.

For instruction on requesting central registry checks for out-of-state adoption or foster care purposes, please visit http://www.healthandwelfare.idaho.gov/AboutUs/CriminalHistoryBackgroundChecks/tabid/851/Default.aspx.

Idaho Department of Health and Welfare, **Child Welfare Program** will conduct Central Registry checks for the following:

- 1. In-state agencies for the purpose of adoption screening.
- 2. Any individuals requesting information on themselves.
- 3. Any agency for the purpose of employment or volunteer work.

Requestors (1-3 above) must provide:

- 1. A written request on the requestor's letterhead **stating the reason for the request** (e.g., foster home licensing, adoptive placement, etc.).
- 2. Name and title of individual requesting the information.
- 3. Contact information (e.g., phone and fax numbers, address, etc.)
- 4. Requests must include the following information on individuals for which central registry checks are being requested:
 - a. Name(s) of individual(s), including any previous names (if known).
 - b. Date of birth.
 - c. Social Security number (if known).
 - d. Address while a resident of Idaho (if known).
 - e. Signed and notarized Idaho Department of Health and Welfare Authorization and Consent to Release Information (attached below).
- 5. A self-addressed, stamped envelope must be submitted with each Central Registry Request.

Requests accepted via U.S. Postal Service only and should be mailed to:

Idaho Department of Health and Welfare Children and Family Services Attn: Tina Griffin 450 W. State St., 5th Floor PO Box 83720 Boise, ID 83720-0036 (208) 334-5690

Idaho Department of Health and Welfare AUTHORIZATION AND CONSENT TO RELEASE INFORMATION

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